

Town of Montville Water and Sewer Commission
Regular Meeting Minutes – September 5, 2019 – 6:00 p.m.
Town Council Chambers – Montville Town Hall

1. Water and Sewer Commission

a. Call to Order

Chairman Rogers called the regular meeting of the Water and Sewer Commission to order at 6:04 p.m.

b. Pledge of Allegiance

All stood and pledged the flag.

c. Roll Call

Present were Commissioners Shawn Jinkerson, Chuck Longton, Brian Quinn, Anthony Siragusa, and Chairman/Town Councilor Jeff Rogers. Also present was WPCA Chief Operator/Superintendent Derek Albertson (6:07 p.m.) and Mayor Ronald McDaniel (6:19 p.m.). A quorum was present.

d. Alterations to the Agenda

Motion by Chairman Rogers; seconded by Commissioner Longton to add to New Business, Item 2, *Discussion by Commission regarding the news release concerning the Audit*. Discussion: Commissioner Siragusa asked if personnel matters would be discussed to which Chairman Rogers responded, “No” stating day-to-day operations were the responsibility of Mayor McDaniel. Chairman Rogers confirmed for Commissioner Quinn that the Commission would enter Executive Session. Commissioner Siragusa commented on reviewing the audit for further action. Voice vote, 5-0, all in favor. Motion carried.

e. 1. To consider and act on a motion to approve the Special Meeting Minutes of August 7, 2019.

Motion by Commissioner Longton; seconded by Commissioner Siragusa to approve the Special Meeting Minutes of August 7, 2019. Discussion: none. Voice vote, 5-0, all in favor. Motion carried.

f. Communications pertaining specifically to matters which concern the Commission

Mayor McDaniel reported on a letter from CTDPH that he received late today regarding water quality monitoring requirements. He said testing will be conducted in Groton and also commented Chief Operator/Superintendent Albertson was not copied on the letter that he turned over to the Commission. The Mayor also reported on a letter from a resident who had spoken with Chief Operator/Superintendent Albertson, Maureen Benway and Chairman Rogers concerning a waiver for a sewer hookup (\$3,600) for a home addition. Chairman Rogers read the letter into the record that outlined the circumstances for the waiver request. (Mayor McDaniel said he would send a copy of the letter to the Commission.) Per discussion, the Commission concluded the sewer connection was a second connection to the existing sewer lateral at the home. Chairman Rogers said he spoke with Chief Operator/Superintendent Rogers and it was deemed the sewer connection fee could not be waived stating that many fall on hard times. Commissioner Longton suggested making the issue an agenda item as the topic would come up again. Chief Operator/Superintendent Albertson said he would do some research on the concern and get it out to the Commission next week. He also stated that per the letter from DPH mentioned by Mayor McDaniel that lead and copper samplings (20 routine samplings) will be conducted every six (6) months effective July 1 of this year with help from Woodward & Curran, the Town engineer. Mayor McDaniel concluded with a report on a Town foreclosed property, 611 Route 163, for sewer fees totaling \$13,900 and taxes that are unlikely to be paid. The Town has a lien on the property that was deeded to it. Mayor McDaniel said the property issue will become more common and did not know if the Commission wanted to make policy regarding it but said the Town would continue to foreclose. He also said he would send a copy of the same to the Commission.

g. Remarks from the Public Regarding Items on the Agenda with a three-minute limit
Chairman Rogers asked three (3) times for remarks. There were none.

h. Report from Operations/Administration Division
WPCA Chief Plant Operator/Superintendent Albertson submitted an Operations Report for August 2019 as follows:

1.0 Compliance/Process

1.1 Wastewater Treatment

The monthly effluent permit parameters were found to be within federal and state controls with the exception with a few daily maximum exceedances for BOD (5-day). High influent strength was noted again for August, but effective process control lead to an impressive (97%) removal efficiency. A severe rain event occurred on August 28 (> 3 inches of rain in 4 hours); there were no operational concerns.

Waste sludge was thickened to approximately 5.75% solids. Approximately 66 lbs./day of Total Nitrogen were discharged in the treated effluent- well below the CTDEEP WPCF general permit limit of 118 lbs./day.

Rand Whitney has filed a permit alteration with the CTDEEP to change cleaning chemical usage. A review of the material was conducted by the *Superintendent* along with the Town Engineer (*Woodard & Curran*) with regards for the potential for wastewater treatment impairment.

CTDEEP personnel were met onsite again for formal CMOM (documentation) review/inspections on August 23. Specifically, the State inspectors reviewed the past 2009 and 2011 collection system reporting identifying concerns and the 2019 response documents prepared by the *Superintendent*.

Over 2,000 feet of sewer line were cleaned within a priority area (Collection System-Subsystem 2). Subsequent CCTV inspections will be completed to identify pipe conditions in that area.

1.2 Water Supply

The water supply met required standards. Requisite sampling was completed to comply with the CTDPH mandates.

A FY 2019 water budget analysis was completed. The analysis compared the (GU) purchased water volume versus the Town Water Supply (billed) water volume to determine the volume of “unaccounted for water” or “lost water”. The accounting showed a volume less than the national average and also demonstrates that the water supply system is in good condition. Additional efforts will be made to meter flushing water for better water accounting. The budget analysis was completed to also determine average water demand within the Town, Mohegan Sun Casino, SCWA, and the prison for which water supplies are guaranteed. The analysis showed the total Town demand is well below the guaranteed supply from GU even on the highest demand month-August 2018.

2.0 Staff

2.1 Staff

No reports of employee injury this month--the team recognized that August 12 through 18 was the OSHA-sponsored *Safe and Sound Week* and took time to identify hazards within the WPCF, collections system and water supply operations.

Ms. Stephanie Baldino (*Chief Operator*, Plainfield WPCF) will shadow the *Superintendent* in September to learn about CIP and general fund accounting as part of CWPAA management course.

All staff have completed the prerequisite training requirements to uphold their certifications in water and wastewater. Seven operators are now certified for work in the collections system. On August 26 and 27, Gary Burris (*C.N. Wood of Connecticut, Inc.*) provided free training for the jet/vacuum (sewer line) *Vactor 2100-Plus* maintenance truck to ensure field crews are educated

and safe. Kaustubh Bhasme (engineering assistant) completed his work at the plant and will continue his studies for his Master of Engineering at the *University of Hartford*.

Our internal laboratory just received a *Certificate of Recognition* for participation and successful evaluation under the quality assurance/quality control program for WPCF Laboratories. The *Discharge Monitoring Report-Quality Assurance Proficiency Testing* involves the laboratory analysis (match) of known "standard" solutions. The program evaluator will provide the positive information to the CTDEEP (as part of our NPDES permit requirements). This is a testament to Gerry Miner's (*Operator III/Senior Lab Operator*) adherence to the *Standard Methods* (accepted laboratory methodology) and excellent technique to elevate lab practices for process control monitoring.

3.0 Equipment

Two old emergency power generators (Holly Hill and Pheasant Run Pump Stations) are slated to be sold through a municipal auction website.

An ownership review was completed for the wastewater pumping stations. The initial research indicated two anomalies--the Massapeag Pump Station has an easement, but is not owned by the Town, and the Town does not own the Lower Marina Pump Station nor is there an existing easement. Mathew Willis, Esquire of *Halloran & Sage LLP* (Town Attorney) was contacted regarding the findings.

Persistent (household) garbage dumping was observed at 10 wastewater pumping stations. The Chairman notified the Town Police Department and signage was placed to discourage this behavior.

4.0 Projects

4.1 Grit Chamber

The former grit removal system was removed as part of a 2013 WPCA contract. Contractor bidding will begin in September for the replacement unit located near the rag removal building. A contractor meeting with George Pendleton, PE of *Martinez Couch & Associates, Inc.* occurred on August 29 with initial calculations made for anticipated grit volumes within the six SBR tanks. This data will be used for waste characterization, trucking and disposal costs.

4.2 Chlorination System/Recycle Water Pumping

The chlorination portion of the project will be placed online on September 6. The new equipment will allow better control of chlorine dosing and monitoring (improved disinfection with less chlorine dosing). The project contained only a 2% increase due to change orders and was within the expected budget. The recycling project will be completed later this month for water delivery to *Rand Whitney*. This portion of the project involves retrofitting a smaller pump for recycling allowing for better control and less energy usage.

4.3 Emergency Power

The Holly Hill and Pheasant Hill generators were installed in July and August. The original generators of the pump stations were initially installed in the early 1980s and were well beyond their life expectancy. Twenty of the 24 pump stations now have standby power ahead of the hurricane season.

4.4 Power Generation

The *Doosan Energy* Cogeneration Project is in the preliminary stage with pre-construction inspection. An A-2 survey will be completed of the driveway area prior to project construction.

5.0 CIP Projects

5.1 Main Pump Replacement

The second (new) Influent Pump (new style, passable) was put online on August 19. The CIP project is now complete with a new pumping station installed. The three new pumps (two passable and one old style) replaced 20-year old worn pumps and will reduce energy usage and water demand. The new pump configuration had no problem keeping pace with increased influent flows during the recent storm event.

5.2 Cross-Country Clearing

As part of the FY 2019 CIP, a land survey was completed in the area of sewer main extending from Old Colchester Road to Fellows Road. An existing wetlands permit would allow work in this area. The finalized survey data (and engineering report from *Wright-Pierce*, Town Engineer) indicated six properties near Fellows Road appear to be affected. Barry Parfitt, P.E. (*Wright-Pierce*) was met on August 29 to outline future work for the project and to review existing mapping to limit work. Town legal counsel has been sought regarding this issue.

5.3 Crane Truck/ Pump Truck

Quotes are being obtained for a new crane-truck. The specifications will allow for a service body and a smaller profile to extend work conditions. Specifications have been supplied to a vendor under contract for the new pump truck.

5.4 Other Projects: Samplers/Manhole Repairs/SBR Diffusers/SCADA and Motor Control Improvements/RAS Meter/New Workstations

The composite samplers have been purchased with one of the existing (older) samplers having been replaced.

Damaged manholes are routinely identified and repaired.

SCADA and Motor Control updates will be completed at the Lathrop and Orchard Hill Pump Stations. Initial startup work along with panel construction is ongoing by Woodard & Curran (Town Engineer).

In October or November, SBR-4 will have its fine-bubble diffusers replaced to improved oxygen delivery and energy efficiency. The existing diffusers/manifolds are at their life expectancy.

The computer control at two pump stations has begun and will be completed prior to conclusion of the fiscal year by Woodard & Curran.

The Return Activated Sludge (RAS) meter will be purchased to better determine flow as part of process control and calculations (i.e., Detention Time, Solids Loading, F/M, MCRT).

The computer workstations (and associated software) will be installed at the WPCF this fiscal year by *Woodard & Curran*. The HMIs will allow for better monitoring and keep software current with existing monitoring standards within the federal and state permits.

6.0 Development

The former Faria property is proposed for residential development (72-unit apartment complex). The developer was provided the 2016 *Nathan L. Jacobson & Associates, Inc.* and the 2019 *Wright-Pierce* (utility connection) reports. A building permit was applied for and WPCF staff were met on August 28 to review fire flow capabilities.

A data center has been proposed for a property adjacent and north of *St. Bernard's High School*.

A *Wentworth Engineers, Inc.* site plan for *Lindo Construction, LLC* residential development at 90 Maple Avenue was received. The WPCA Engineer provided review for water and sewer capacities.

7.0 Finances

7.1 General Discussion, Enterprise Funds

The WPCA has ratepayer contribution accounting which results in self-sustaining budget(s). The *Generally Accepted Accounting Principles* (GAAP) is a policy accepted by state and federal governments on how to manage these specific (water and sewer) funds. As such, the public trust accounts or “Enterprise Funds” act similarly to private business accounts, and monies are to be spent on O & M and/or Capital Improvement or returned to the ratepayer via rate cuts. Outside of an accepted “operation budget”, all funds should be reserved for capital improvement projects. The annual budget satisfies monies for operations (and maintenance) as well as priority capital improvement projects (first year projects out of five-year plan). The recently written 2019 *Capital Improvement Plan* identifies capital needs and subsequently reserves monies for those projects over the next four years.

7.2 Budget(s)

A review of the two month budget standing for water and wastewater (note: 17% of FY 2020) did not indicate concerns with regards to funding.

7.3 LIS Total Nitrogen Credit Exchange

The Montville WPCF ranked well (16th out of 79 Connecticut WPCFs for TN removal/low effluent loading). Consequently, the facility earned \$39,541 by selling credits from the above-referenced program. Buyers (those municipalities not meeting their limit) purchased credits to meet general permit; those payments are shared among the sellers (proportionally).

Chief Operator/Superintendent Albertson summarized his report to the Commission commenting that things are going well, they are closing out the month of August, and making submittals to the State. He reported on there being 20 less trucks than last year transporting sludge, the facility ranking of 16 out of 79 Connecticut WPCF’s for best nitrogen removal that earned credited funds, and on the FY2019 water budget analysis. Chief Operator/Superintendent responded to Commissioner Longton that the unaccounted water per the water budget analysis was less than the national average of 13% and that with routine flushing should be even less next year.

i. Report from Mayor

Mayor McDaniel reported on communications received. See Agenda Item I. f.

j. Report from Engineers

Chief Operator/Superintendent Albertson reported he sent a note today to Chairman Rogers regarding a formal public announcement of the federal waste water permit renewal approved by CTDEEP as precedent. He said per procedure the public must be notified via the largest area newspaper, *The Day*. He also said the permit renewal was submitted in April, six (6) months prior to expiration. Chief Operator/Superintendent Albertson also reported on CIP projects worked on and completed as identified in his monthly report—new generators at Holly Hill and Pheasant Run; standby power at 20 of the 24 pump stations, and cross country clearing. He responded to Commissioner Longton that the smaller stations do not have emergency standby power and do not require it, and three (3) generators are large enough to assist at three (3) of the four (4) stations.

Chief Operator/Superintendent Albertson said a simulated power outage will be conducted with staff this month given hurricane season and possible incidences. He also responded to Commissioner Siragusa that the summer help was gone.

k. Executive Session

1. To Consider and Act on a Motion to enter into Executive Session for the purpose of discussing potential litigation and strategies regarding the WPCA Audit.

Motion by Commissioner Longton; seconded by Commissioner Siragusa to go into Executive Session at 6:37 p.m. for the purpose of discussing potential litigation and strategies regarding the WPCA Audit and invite in Mayor McDaniel and Chief Operator/Superintendent Albertson. Discussion: none. Voice Vote, 5-0, all in favor. Meeting carried.

The Commission returned from Executive Session at 7:26 p.m. Chairman Rogers stated that no votes were taken.

l. Old Business

1. Update on criminal investigation.

Chairman Rogers stated he contacted the State Police and spoke with the investigator regarding the Audit matter who said the matter was still under investigation.

2. Grit Chamber update.

Chief Operator/Superintendent Albertson said the information concerning the Agenda item was in his report. He said the grit chamber was removed in a 2013 WPCA contract and said he now has a contracted engineer to design and install a new one that will interface with the waste removal system on site. Bids for the project will go out this month. He said grit removal from the SBR's is considered waste that must be hauled. Chief Operator/Superintendent Albertson said there are no documents to indicate why the grit chamber was not installed in 2013 although conversation took place.

m. New Business

1. **THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES** to accept and approve the recommendations of the auditor, PKF O'Connor Davies, LLP, and further resolve to begin implementing all recommendations to include the transferring of finances back to the Town of Montville Finance Department.

Motion – Discussion – Roll Call

SAR-NO. 2020-03 THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to accept and approve the recommendations of the auditor, PKF O'Connor Davies, LLP, and further resolve to begin implementing all recommendations to include the transferring of finances back to the Town of Montville Finance Department. Motion by Commissioner Longton; seconded by Commissioner Siragusa. Discussion: Commissioner Longton proposed the motion be modified to “include the recommendation to the Montville Town Council.” Commissioner Siragusa said the Commission does not know enough to transfer or to consider what/how to transfer stating he was against the motion. Commissioner Longton concurred with Commissioner Siragusa. Roll Call vote: *In favor*, Commissioners Jinkerson and Chairman Rogers. *Opposed*, Longton, Quinn, and Siragusa. Motion failed, 3-2.

Motion by Commissioner Siragusa; seconded by Commissioner Longton to delete “transferring of finances back to the Town of Montville Finance Department.” Commissioner Jinkerson commented that if Town Finance takes over the administrative function of overseeing policy and finances per the Town Council that money would not be taken from the WPCA budget. Commissioner Longton concurred. Chairman Rogers said the Town Council is the ruling authority per Chapter C, Article 4, and Section C407 of the Water and Sewer Commission sewer finances are to have separate accounts and expenditures, per Section F. Commissioner Longton said he agreed with Commission Siragusa to end the amended motion at the word “recommendations.”

Roll Call vote: *In favor*, Commissioners Jinkerson, Longton, Siragusa and Chairman Rogers. *Opposed*, none. Motion approved, 4-0.

Motion by Commissioner Longton; seconded by Commissioner Siragusa to approve the original motion as amended, ending that motion at the word “recommendations.” Roll Call vote: *In favor*, Commissioners Jinkerson, Longton, Siragusa and Chairman Rogers. *Opposed*, none. Motion approved, 4-0. Commissioner Quinn no present for the vote.

2. Discussion by the Commission regarding the news release sent out concerning the Audit. Motion by Commissioner Siragusa; seconded by Commissioner Longton for discussion by the Commission regarding the news release sent out concerning the Audit. Discussion: Commissioner Rogers addressed his initial news release and the Audit Report subject to a FOI request a few months back. His first news release was initiated without prior communication to the dismay of the Commission that Chairman Rogers said he did not want to repeat. Chairman Rogers also said that prior to the recent news release he contacted and supplied the Commission with the Audit report and the news release that was generic and contained no new information that he had not already conveyed to the Commission. He spoke about the initiation of the State Police investigation and the advice from them and the Town Attorney about the Audit Report that was considered evidence and therefore could not be released to *The Day*. Chairman Rogers spoke about conversations and questions from *The Day* as to when the Report would be released, which related to the State PD investigator, since the Town paid for it. He apologized to anyone offended by his handling of the matter stating that as chair there was not a vote binding and then spoke to the legality of FOI and compliance to the same. Commissioner Longton addressed Chairman Rogers’ emails to the Commission that included the Audit Report and the news release not included in his original email and sent under separate cover. He stated his problem was the release of the original press release without the Commission seeing it first. Commissioner Jinkerson said there was nothing new in the press release that the Commission had not already known. Commissioner Longton cited the concern as procedural and said before a public statement is made by the chair, which is deemed to be supported by the Commission, it needs to be vetted by the Commission prior to release to the press. He also spoke to the importance of the chair following Robert’s Rules as stated in the Town Charter which Commissioner Jinkerson asked Commissioner Longton if he had available right then. Chairman Rogers stated it was a courtesy to notify the Commission since it was an FOI request for which he sought confirmation from The Day reporter present at the meeting about where it came from; but the reporter said he was not a representative of the chair. Commissioner Longton said the press release was a statement from the WPCA. Commissioner Jinkerson stated the Commission now had a copy of the Audit and knew of its contents and said press releases should not be released stating a reporter can call and talk about the matter. Mayor McDaniel noted that he was not copied on the emails nor did he receive the information discussed to which Chairman Rogers said he was offended and asked the Mayor to apologize to the Town. There was not a vote on the motion.

n. Reports/referrals from Planning & Zoning -- *None*

o. Payment of Bills -- *None*

II. Water Commission

a. Report from Engineers

Chief Operator/Superintendent Albertson commented on the additional sampling for lead and copper with help by the engineers.

b. Old Business -- *None*

c. New Business -- *None*

d. Remarks from the Public

Chairman Rogers asked three (3) times for remarks. There were none.

e. Remarks from Commission Members

Chairman Rogers remarked the Commission had a long road ahead but it would get through it stating he is a “performance-based, do-right” individual having worked 20 years with a police department.

f. Adjournment

Motion made by Commissioner Siragusa, seconded by Commissioner Longton to adjourn the meeting at 8:05 p.m. Discussion, none. Voice Vote, 5-0, all in favor. Meeting adjourned.

Respectfully submitted by,

Gloria J. Gathers
Recording Secretary, Town of Montville

AN AUDIO RECORD OF THE MEETING IS AVAILABLE ON THE TOWN WEBSITE.